

HUMAN RESOURCES POLICY
Fauquier County, Virginia

Policy Title: Sick Leave

Effective Date: 6/18/01

Section No.: 2-M

Supersedes Policy: 2/2/99

I. PURPOSE

It is the objective of the Board of Supervisors to provide employees with paid leave from work for health related reasons.

II. SCOPE

This policy applies to all permanent full-time and permanent part-time employees.

III. DEFINITIONS

A. Sick Leave

Sick leave is defined as an approved employee absence during regularly scheduled work hours for the following reasons:

1. an illness or a medical necessity, during an employee's temporary disability from performing his or her job duties, including disability relating to pregnancy or childbirth;
2. if an employee has, or has been exposed to, a contagious disease such that his or her presence on the job might jeopardize the health of others; and/or
3. if an employee's medically related appointment(s) cannot be scheduled during non-work hours.

B. Family Sick Leave

Family sick leave is defined as an approved employee absence during regularly scheduled work hours due to the illness of an immediate family member. An immediate family member is defined as the employee's:

1. parents, including step-parents;
2. spouse;
3. children, including step-children and foster children;

4. siblings, including step-siblings; and
5. any relative, either by blood or marriage, living in the employee's household.

IV. **PROCEDURES**

A. Sick Leave Requests And Approval

1. Employees wishing to use sick leave must request approval from their supervisor, or supervisor's designee.
2. Employees who have prior knowledge of an impending need to use sick leave (i.e., for operations; special medical, dental, or optical treatments; etc.) shall make the request for sick leave as far in advance as possible.
3. Upon exhaustion of sick leave balances, employees may request approval to use accrued annual and/or compensatory leave.
4. Employee absences without appropriate supervisory approval shall be considered unauthorized.
5. Sick leave shall not be donated or conveyed by one employee to another employee.
6. Employees may elect to enroll in and contribute to the Sick Leave Bank, from which eligible employees may withdraw sick days in accordance with established policy.

B. Verification Of The Need For Sick Leave

1. Employees wishing to use sick leave must comply with management requests for verification of need.
2. Employees may be required to submit verification at any time.
3. Failure to comply with management requests for verification may result in disapproval of sick leave.
4. Forms of verification include, but are not limited to, the following:
 - a. certification from the treating physician that the employee is temporarily disabled and is unable to work. The physician's certification should include the extent of the employee's disability and the estimated period of disability;

- b. certification from the treating physician that the employee's immediate family member is temporarily disabled. The physician's certification should include the extent of the immediate family member's disability and the estimated period of disability;
 - c. certification from the treating physician that the employee currently has or has been exposed to a contagious disease such that his or her presence on the job might jeopardize the health of others; or
 - d. evidence that the employee or employee's immediate family member has a medical appointment that could not have been scheduled during non-work hours.
- 5. Employees may be required to take a medical examination at the expense of the County in cases where use of leave is excessive or questionable.
 - 6. Before returning to work from sick leave, employees may be required to submit a physician's certification indicating fitness to return.

C. Family Sick Leave

The use of family sick leave shall be debited against employee sick leave balances.

D. Maternity Leave

Employees may utilize accrued sick leave to take leave after the birth of a child. Such leave shall run concurrently with Family/Medical leave (FMLA).

E. Sick Leave Accrual

- 1. Full-time permanent employees shall accrue sick leave at the rate of 7 ½ hours (for 37.5 hour workweek employees), 8 hours (for 40 hour workweek employees) or 10 hours (for 50 hour workweek employees) per month.
- 2. Part-time permanent employees shall accrue sick leave on a pro-rated basis.
- 3. Sick leave accrues at the end of each month.

4. Sick leave does not accrue for any month unless employee is compensated for at least one-half (1/2) of the working days in that month.

5. Employees may accrue unlimited amounts of sick leave.

F. Using (Debiting) Sick Leave

1. Sick leave shall be debited in no less than one-half (1/2) hour units.

2. Each department shall forward to the Payroll Office approved monthly sick leave records indicating sick leave debits, credits and balances for employees. The records shall include approved sick leave request forms for all sick leave taken.

G. Treatment Of Sick Leave Upon Change In Status

1. Upon lateral transfer, promotion, or demotion from one position or department to another, employees shall retain prior accrued sick leave balances.

2. Upon voluntary separation, an employee with three (3) or more years of service

a. may be paid a lump sum for accumulated sick leave balances according to the following pro-rated schedule

1-50 days at \$20 per day

51-100 days at \$30 per day

101-150 days at \$40 per day

151 days and above at \$50 per day; or

b. may apply (credit) accumulated sick leave balances to the payment of health insurance premiums associated with COBRA or the general government Carve-Out Plan.

Such sick leave credits shall be made according to the pro-rated schedule identified in section G.2.a. above and shall be made on an after-tax (net pay) basis.

3. Employees who are separated as a result of unsatisfactory service shall neither be paid for accrued sick leave balances nor have sick leave balances credited to COBRA or Carve-Out health insurance premiums.